

| SUBMITTAL SLIP | | DATE |
|---|----------|-----------------|
| | | 7 February 1985 |
| TO: All Recipients of the OIS Weekly | | |
| ROOM NO. | BUILDING | |
| REMARKS: | | |
| <p>Attached is a new page 1 of the OIS Weekly dated 31 January 1985.</p> <p>The change deletes part of paragraph 2. Please locate and <u>destroy</u> the first page of the report which was sent to you last week.</p> <p><i>Copy also sent to ADDA w/notation on cover sheet : "Per our conversation."</i></p> | | |
| FROM: D/OIS <i>3</i> | | |
| ROOM NO. | BUILDING | E |
| 1205 | Ames | |

ADMINISTRATIVE - INTERNAL USE ONLY

31 January 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (24 - 30 January 1985)

A. PROGRESS ON ACTION ITEMS

1. OSS Records. The request for transfer of 255 cubic feet of OSS records submitted to the National Archives and Records Service (NARS) in November has been approved. NARS delayed approval of this request pending completion of exterior security renovations at the Archives. The physical transfer of these records is expected to be made during the first week in February. This transfer will bring to 563 cubic feet the amount of OSS material transferred to NARS.

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3. Agency Historical Review Program. Discussions and preparations continue on the Agency's Historical Review Program. In particular, on 29 January, D/OIS, DD/OIS, the Agency Historian, and C/CRD reviewed topics to be discussed at a meeting scheduled to be held with the Archivist of the United States. Representatives will include the Agency Historian and OIS senior officials. In addition, CRD examined three areas during this reporting period:

OSS Film. There are still approximately 62 cubic feet at the Agency's Archives and Records Center (AARC), six cubic feet to be destroyed, nine cubic feet unidentified, six cubic feet ready for transfer to NARS, and 41 cubic feet to be retained in AARC.

1945-1949 documents. A DARE listing of documents published between 1945 and 1949 showed 6,600 documents which had been declassified under the systematic review program. Many of these were substantive documents produced by the old ORE and OO offices. Included were estimates, surveys, monographs, and many current intelligence reports on events of the time.

Guidelines. Procedures used in the old systematic review program were examined for applicability to historical review. Depending on the amount of information desired to be recovered from the file, many DARE procedures will be useful in the new program.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Computer Support. IRMD has been providing special programming and procedural support to the Information Privacy Division (IPD) over the past few weeks. Procedures were rewritten to provide IPD personnel with accurate and easy-to-read displays of the division's annual activities to make easier the preparation of the Agency's annual report to Congress on FOIA. Procedures for moving old data from IPD's on-line history file to an off-line data base were also updated. In addition, help was provided to IPD in moving several years of material from this history file to the off-line data base. Instruction was given IPD personnel in order that they will be able to perform the functions in the future.

2. Machine Readable Records. Representatives from the Information Resources Management Division (IRMD) met with the DA Records Management Officer and the DA office RMOs to discuss the requirements and procedures to follow in drafting office machine-readable records control schedules. Each RMO was provided with a list of the major automated information systems which is to be reviewed by the office ADP control officer for additions or corrections. These meetings are being held to prepare for the scheduling of DA machine readable records.

2. Records Inventory. IRMD completed its work on the Agency's Annual Report of Records Holdings for 1984 and prepared a report for D/OIS. Copies of the final report will be distributed to the Directorate RMOs. The IRMD referent will brief the Directorate RMOs and solicit their views on ways to improve future inventories.

4. Component Surveys. A memorandum has been sent to the Director of Research and Development, DS&T, requesting that OIS be allowed to conduct an information handling and records management survey of his office. Chief, IRMD, will be contacting the Director of ORD to schedule a meeting to discuss the survey.

5. Micrographics Training. The Introduction to Micrographics Seminar conducted under OIS sponsorship during 22-24 January 1985 was very successful. The contract instructor who conducted the seminar was knowledgeable and professional in his presentations and made a favorable impression on the class. His use of practical exercises requiring student assessments of potential micrographics applications was particularly useful. All students said that the course objectives were definitely achieved.

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PROGRESS ON ACTION ITEM #2:

In preparation for the Historical Review Program, CRD examined three areas during the week:

OSS Film--Found there were still about 62 cubic feet at [] six cubic feet to be destroyed, nine cubic feet unidentified, six cubic feet ready for transfer to NARS, and 41 cubic feet which will have to be retained in CIA. One hundred sixty-four reels of OSS film had been transferred to NARS in 1975.

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1945-1949 Documents--A DARE listing of documents published between 1945 and 1949 showed 6,600 documents which had been declassified under the systematic review program. Many of these were substantive documents produced by the old ORE and OO offices. Included were estimates, surveys, monographs, and many current intelligence reports on events of the time.

Guidelines--Procedures used in the old systematic review program were examined for applicability to historical review. Depending on the amount of information desired to be recovered from the file, many DARE procedures will be useful in the new program.

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29 January 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources
Management Division, 23 - 29 January 1985

1. Work in Progress

25X1 a. Machine Readable Records. [redacted]

Information Management Branch, met with the DA Records Management Officer and the DA office RMOs to discuss the requirements and procedures for them to follow in drafting their individual office machine-readable records control schedules. Each RMO was provided with a list of the major automated information systems in their office and requested to review the list with their office ADP control officer for additions or corrections. They were also asked to identify the data base administrator for each system. These meetings are in preparation for the active involvement of RMOs in the scheduling of DA machine readable records.

25X1 b. Records Inventory. [redacted]

25X1 IMB, completed his work on the Agency's Annual Report of Records Holdings for 1984 and prepared a memo for D/OIS describing the results. Copies of the final report will be distributed to the Directorate RMOs this week. [redacted] will also brief the Directorate RMOs on his findings and solicit their views on ways to make future inventories more meaningful.

25X1 c. Computer Support. [redacted]

25X1 Information Technology Branch, have been providing special programming and procedural support to the Information Privacy Division over the past few weeks. Procedures were re-written to provide IPD personnel with accurate and easy-to-read displays of the division's annual activities to use in its report to Congress. Procedures for moving old data from IPD's on-line history file to an off-line data base were also updated. In addition, help was provided to IPD in moving several years of material from this history file to the off-line data base. Instruction was provided to IPD personnel in using procedures for these activities, so they will be able to operate them on their own in the future.

25X1 [redacted]
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b. Micrographics Training. The Introduction to Micrographics Seminar conducted under OIS sponsorship during 22 - 24 January 1985 was very successful. [] the contract instructor, was knowledgeable and professional in his presentations and made a favorable impression on the class. His use of practical exercises, requiring student assessments of potential micrographics applications, was

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particularly useful. All 28 students, including four from other career services, indicated that the course objectives--to provide an understanding of micrographics and its application, and to provide an awareness of the Agency's Micrographics Program and centralized services--were achieved. [redacted] assisted in the conduct of the course and gave presentations.

c. Staffing at Records Center. [redacted] Chief, Information Resources Management Branch, Management and Planning Group, IMS, and [redacted] Deputy Branch Chief, met with Chief and Deputy Chief, IRMD, [redacted] Chief, IMB, [redacted] Chief, Archives and Records Center Branch, and [redacted], IMB, concerning the possibility of assigning a DO officer to the Records Center to service DO records. [redacted] indicated that the volume of DO requests for records (1,000 a month) and the DO's desire to have more requests serviced on a folder or document basis required assignment of a DO officer there. He also felt that it was inefficient for the DO to send someone to the center on an ad hoc basis to meet other needs, such as servicing 201 files, vital records, consolidating material, etc. He indicated that the DO would like to have the DDA establish a new position at the center or provide one of its own to accommodate a DO officer. IRMD representatives responded that the best way to meet these needs would be for the DO to clear Records Center employees for access to its material. IRMD personnel also explained that this type of arrangement could create management problems at the center and detract from the concept of a centrally operated records facility. [redacted] agreed that he would discuss the possibility of clearing a Records Center employee with IMS management; and IRMD representatives would discuss the DO proposal with DD/OIS. [redacted]

d. Records Center. Records Center personnel performed the following activities during the week:

| | |
|---------------|---|
| RAMS: | Made 19 additions, 3 deletions, and 7 changes. |
| ARCINS: | Jobs keyed: 17 consisting of 1,582 entries. Jobs received/edited: 11. Jobs completed: 21. Title searches: 2. |
| Reference: | Serviced 1,595 requests for records, also interfiled 632 documents with existing folders of inactive jobs. |
| Accessions: | Received 26 jobs totaling 192 cubic feet. |
| Special Runs: | Three: one each to OGC, [redacted] and DDS&T. |

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29 January 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 23 January
through 29 January 1985

1. RPD is currently processing 96 jobs.

2. The number of issuances received for processing in the Division during the week nearly doubled over the previous week. Of the 11 received, those that stand out are: two notices announcing appointments to key positions in the Administration and Intelligence Directorates; a notice on employee integrity; a bulletin in the health area outlining OMS' mammography screening program; and an SIS notice reflecting the new SIS pay rates which were effective on 6 January 1985. (A-IUO)

3. On 25 January, of ODP met in a second session (see Weekly Report of 11 December 1984 for description of the first meeting) with RPD members to demonstrate further the feasibility of communicating via the WANG 7525 (stand-alone) system with our coordinators and initiators of regulatory issuances. To display the capability of the system the ODP visitors sent a document via WANG to a laser printer in the office of the DDA as well as to P&PD. ODP offered and RPD accepted training under ODP auspices of selected members of our staff in the mechanics of communicating with additional offices. (A-IUO)

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4. Our research analyst received a telephone call from an OS officer who asked if RPD had ever published a notice concerning the proper wearing of the Agency badge. RPD found the information requested and forwarded to OS a copy

5. At the request of the DD/OIS, our researcher found and forwarded documents pertaining to the creation of OIS.

6. Lt. General Vernon A. Walters, (U.S.A. retired) former DDCI, has rescheduled his appearance in the Auditorium to speak to CIA employees on the topic of "Reflections of a Diplomat: Looking Backward and Forward". The new date is 21 February.

7. RPD responded to requests from DDS&T, OL, OP, PAO, and OF. Our clerical personnel handled 95 telephone calls.

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